

Tempe Fire Department Policies and Procedures
Sick Leave
105.02
Rev 02-02-04

PURPOSE

To provide guidelines for reporting on and off sick leave to identify expectations of employees utilizing sick leave.

GUIDELINES

1. When an employee determines he or she is too ill to work, notification will be made using TeleStaff before 0700.
2. In the event the member can not access TeleStaff, contact should be made with the Field Incident Technician (FIT).
3. In the event the FIT is out of quarters, the employee should leave a message on the FIT's Audix.
4. Employees will notify the FIT on duty directly, each shift he or she is scheduled to work but will be off sick. It is assumed that the employee has sufficiently recovered and will be at work if a call has not been received at least 1 hour prior to the scheduled beginning of the employee's shift. For obvious long-term illnesses, this notification requirement may be waived by the department.
5. When in quarters, the FIT will insure that sick leave notifications are posted for the upcoming shift by 7:30 a.m. daily.
6. Upon reporting back to duty, after being on unscheduled leave, an employee will complete an electronic "Leave of Absence Request prior to beginning work, if one has not already been completed for payroll purposes. A physician's slip may be required for any illness if requested by the department.
7. An employee on sick leave may be contacted by the Fire Department each day he or she is off until notice of recovery is received. This contact may be through a personal visit or a telephone call.
8. An employee on sick leave must remain confined at home in a recuperative manner (an exception to this would be orthopedic injuries). An exception is allowed for time to consult with a physician, participate in physical therapy or obtain medicine. An employee on sick leave, because of an injury that prohibits normal work performance, may be required to report to the City physician for an evaluation of his ability to return to regular duty or to a light-duty assignment under certain conditions.
9. An employee who experienced sufficient recovery to allow normal job performance some time during the regular shift assignment, shall notify the battalion chief on-duty of the recovery and ascertain if it is desirable that the employee report for the remainder of the shift.